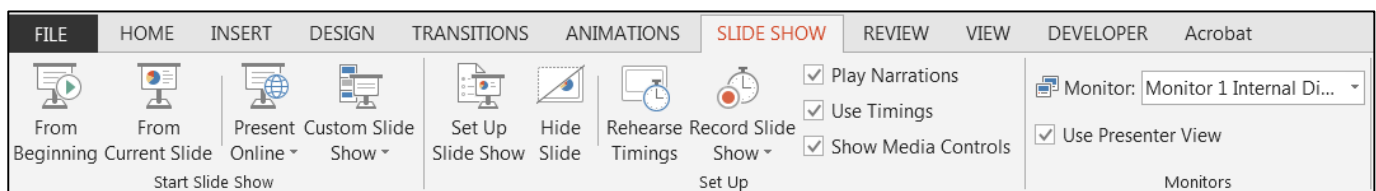# PowerPoint 2013 for Windows Presenter View

Presenter View

Presenters working in slide show mode now have "behind the scenes" features such as a Navigation Grid and teleprompter-style notes that the audience never sees. Use **Presenter View** on one monitor (shown below) and show the slides on a second monitor.

Presenter View no longer requires multiple monitors. Now you can rehearse in Presenter View without hooking up anything else.

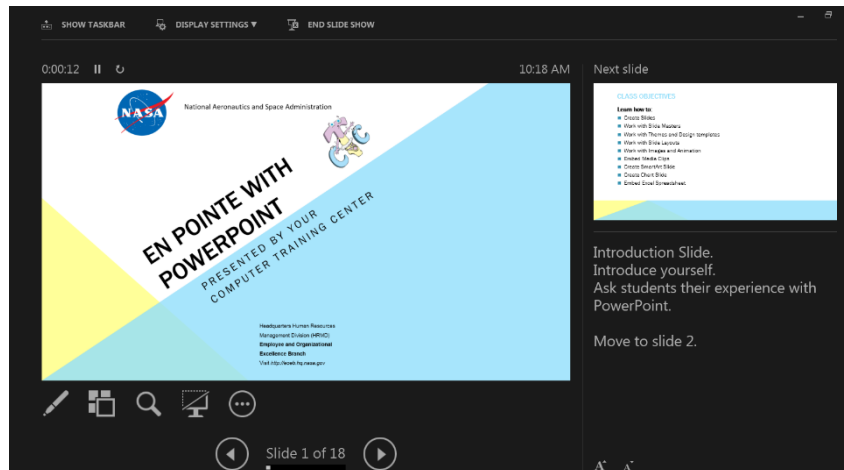### Command Tab Slide Show: Start Slide Show, Set Up and Monitors

Setting Up Presenter View for a Slide Show

1. Click the **Slide Show Tab** to display the Monitors options.
2. Click the checkbox to select **Use Presenter View.**
3. Click the **Monitor** drop down arrow and select which monitor will be presented to the audience.

Important: When using Presenter View with a Lync online meeting room, you need to ensure the settings are adjusted properly or the Lync audience could be viewing Presenter View rather than the slides. Follow the steps in the section entitled "Setting Up Presenter View with a Lync Online Meeting" for instructions.

4. Begin the slide show by clicking **Slide Show Tab | From Beginning** or **From Current Slide**. The slide show begins and the selected monitor displays the **Presenter View** (shown right).

5. Use the features in presenter mode to run your presentation. For more information on the features see the section entitled "Working in Presenter Mode" for more details.
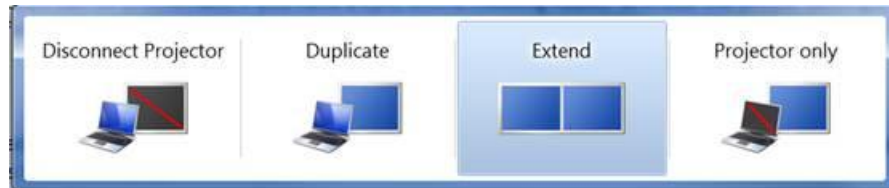
ITCD
Information Technology & Communications Division

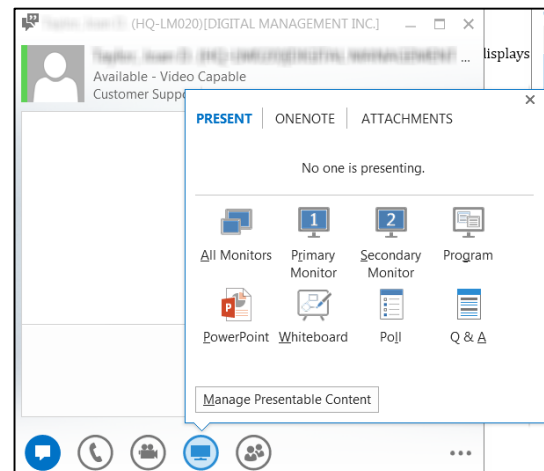## Setting Up Presenter View with a Lync Online Meeting

Using Presenter view in PowerPoint 2013 can be problematic if you are also in a Lync online meeting room. Without the proper settings, the Lync audience could be seeing the Presenter View while the audience in the conference room is seeing the slide show. You should set up the slide show so the Lync audience and the Conference room audience are seeing the same monitor.

The computer being used for the meeting needs to have the screen resolution **Extended**, rather than **Duplicated**. That way the projector display and the laptop display can be different.

1. On the keyboard, press the **Windows logo key** + **P.** The *Monitor Connection* options display (shown below).
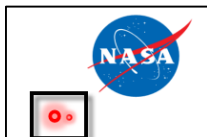

2. Click **Extend**. The computer screen of the machine running the presentation is now extended onto the projected screen in the conference.
3. Next, set the screen being shared to **Monitor 2**. In PowerPoint 2013, click **Slide Show Tab| Monitor |** select **Monitor 2**.
4. Move to the Lync online meeting room. Hover on the **Share Content** button and select to share **Secondary Monitor.**
5. To start the presentation and have the presenter see Presenter View, click **Slide Show Tab | Presenter View** and then begin the slide show.
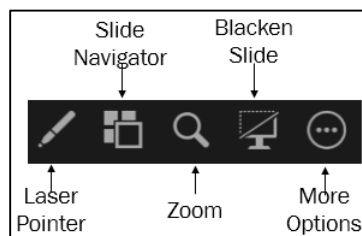

Working in Presenter Mode

Use the "behind the scenes" feature shown below to annotate and focus the presentation while in Presenter view.

- **Laser Pointer**: Enable a **Laser Pointer** (shown below).

- Jump to a slide: use **Slide Navigator** to browse to other slides in the presentation.

- **Zoom** in on a slide: click the **Magnifying Glass** to zoom in on charts, diagrams, or whatever you want to emphasize for your audience.

- **Blacken Slide**: click **Blacken or Unblacken slide** to blacken/unblacken the screen.